

ADMINISTRATIVE - INTERNAL USE ONLY

2 October 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (25 September - 1 October 1986)

1. The Deputy Chief of the Regulatory Policy Division gave a presentation on the Agency's regulatory system at the Office of Personnel's Regulations Workshop. Included was a discussion of the types of regulatory issuances, the steps in publishing an issuance, and ways to improve the process.

2. The Information Technology Branch (ITB), Information Resources Management Division (IRMD), is evaluating the use of graphic software packages such as CUECHART and TELL-A-GRAF to present the weekly statistics involving the number of FOIA and Privacy Act requests received and processed by the Information and Privacy Division (IPD).

3. The Office of Information Services has received notification from the Office of Congressional Affairs that the Senate Select Committee on Intelligence no longer wishes to receive copies of revised Agency records control schedules after approval by the National Archives and Records Administration. This change shortens the review and approval period by 60 days.

4. The Chief, IRMD escorted several members of the Records Appraisal and Disposition Division, National Archives and Records Administration (NARA), to the Agency Archives and Records Center for a briefing and tour. The NARA personnel seemed genuinely impressed with the Center's operation.

5. The Information Security Oversight Office (ISOO) inspected the document and information security classification practices and procedures of the National Photographic Interpretation Center (NPIC). The ISOO inspectors reported that NPIC standards meet, and in some instances exceed, those prescribed by Executive Order 12356. Evidently stimulated

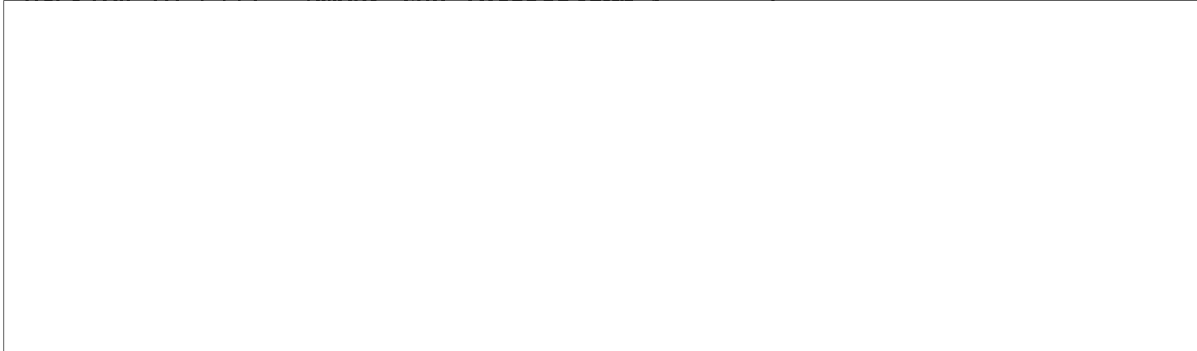
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by the ISOO inspection, the Director, ISOO has requested a tour of NPIC. Arrangements for the tour will be made through the Directorate of Science and Technology Records Management Officer.

6. The Agency Security Classification Officer, assigned to IRMD, attended a meeting of the DCI's Intelligence Information Handling Committee (IHC). Standard security classification and data descriptor labels for ADP storage media were adopted by the Committee and will be incorporated into Director of Central Intelligence Directive (DCID) 1/16 when it is revised.

7. The backlog of initial FOIA cases was decreased further during the reporting period to 1243. This compares with a backlog of 1967 one year ago. Two years ago IPD broke the 3000 barrier by reducing the backlog to 2999. Among the interesting FOIA requests received this week



Attachment

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1 October 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]
Chief, Information and Privacy Division, OIS

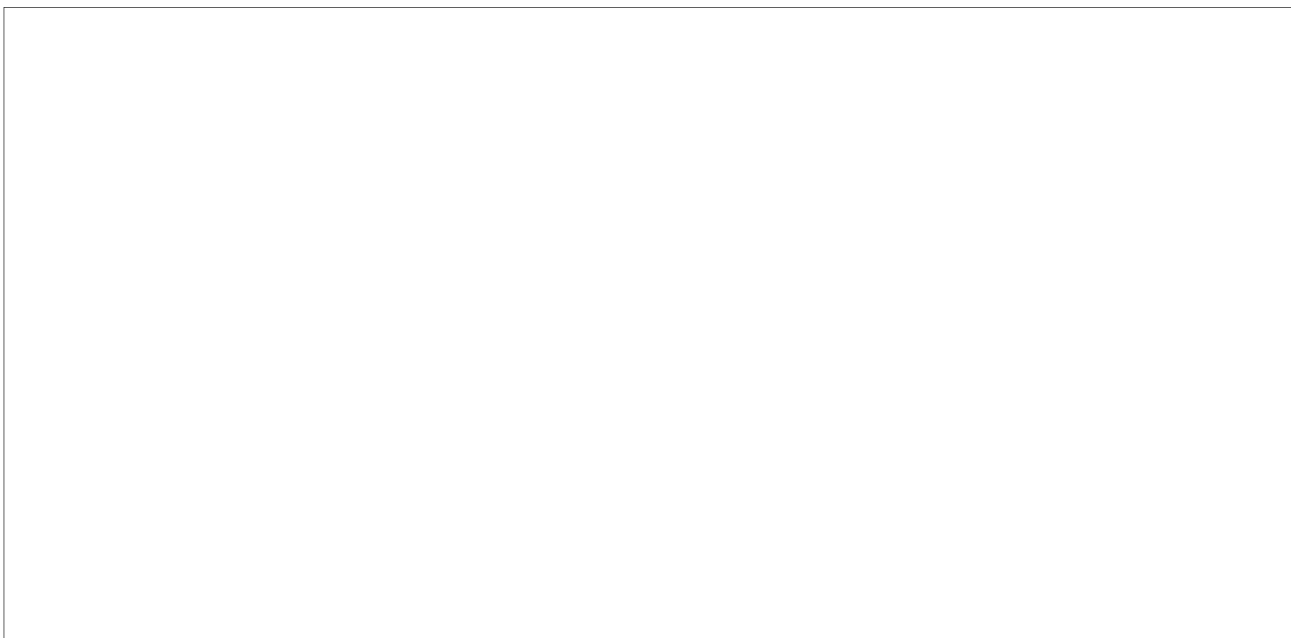
SUBJECT: IPD/OIS Weekly Report (24-30 September 1986)

- | 1. | <u>The Week in Review</u> | <u>24-30 Sept 1986</u> | <u>1986 Weekly Average</u> |
|----|---------------------------|------------------------|----------------------------|
| a. | New cases | 50 | 59.6 |
| b. | Cases closed | 52 | 69.9 |
| c. | New appeals logged | 2 | 3.3 |
| d. | Appeals closed | 6 | 3.4 |
| e. | Manpower (man-weeks) | 112.6 | 96.7 |
2. Current Backlogs
- a. Initial requests - 1243
 - b. Requests in administrative appeal - 183
 - c. Requests in litigation - 50
3. Spotlighted Requests

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5. Item of Special Interest

Appeals and Litigation Branch has been reviewing its oldest cases and during the past few weeks was able to close seven appeals received in 1976, 1978, 1979, 1983 (3 cases), and 1984.

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STAT HGH/FBR:kas, [] (1 October 1986) (FINAL)
 Distribution:
 Orig - Adse
 1 - DCI/DDCI/Executive Director
 1 - DCI History Staff
 1 - DDI
 1 - DDO
 1 - DDS&T
 5 - OIS
 1 - C/PAO
 1 - Comptroller
 1 - IG
 1 - OGC
 1 - OCA
 1 - OP
 1 - OL
 STAT 1 - C/IMS []
 STAT 1 - DDO/IRO
 25 - DDO/IMS []
 1 - DDI/IRO
 1 - DDA/IRO
 1 - IC/IRO
 1 - OIS/LA
 1 - IRG/OS
 1 - IPD Subject
 1 - IPD Chrono
 1 - IPD Reading Board
 1 - HGH
 1 - LSS

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30 September 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 23 September - 30 September 1986

The Director of Information Services (DIS) visited the offices of CRD for a briefing and walk-through of the Historical Review Program (HRP). The purpose was to update the DIS on the HRP and in part to prepare him for the upcoming meeting concerning requirements placed on the Agency with passage of the CIA Information Act. The HRP was created as a result of agreements reached during passage of the Act. Similar briefing will be given to the DDIS and to the Chief of the History Staff. (U)

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30 September 1986

MEMORANDUM FOR: Director of Information Services

25X1 FROM:

[redacted]
Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (24-30 September 1986)

1. WORK IN PROGRESS

25X1 a. Information Services Centers Planning. [redacted]

25X1 Chief, Information Services Branch, IRMD, and [redacted]
25X1 Information Technology Branch, IRMD, met with [redacted]
25X1 Deputy Chief, Information Management Division, OSO, [redacted]
25X1 IMD/OSO, and [redacted] OSO/RMO, to discuss plans for
improving OSO cable dissemination. The OSO representatives agreed
that the current cable dissemination process is time consuming,
duplicative, and inefficient. Two methods are used to transmit
25X1 cables to the OSO registry; electrical dissemination via [redacted]
Comcenter and hard copy dissemination delivered by the Headquarters
courier with considerable duplication involved. In the absence of
definitively developed cable profiles, registry personnel are
required to assign hand-written action dissemination to each cable
received from the Comcenter. It appears, unfortunately, that the
situation will not improve until OSO receives a long-awaited
soft-ware enhancement for their Wang-Alliance systems.

25X1 b. Software Testing. [redacted]

25X1 Chief, Information
Technology Branch (ITB), and [redacted] ITB, are exploring the
possibility of using graphic software packages, such as CUECHART or
TELL-A-GRAF. Using CUECHART, ITB was able to create an overlapping
bar chart depicting Information Privacy Division's weekly
statistics. The black and white bar chart showed not only the
number of cases processed but also the 1986 weekly average. ITB is
looking into the possibility of producing such graphics in color.

2. SIGNIFICANT EVENTS

25X1 a. New Message Format. [redacted]

Information Management Staff, DO, briefed IRMD personnel on the new
Single Message Format developed by the DO. The new format combines
the Cable and Deferred Telepouch formats and provides originators
with a direct addressing capability. It still permits assignment
of precedence levels and retains current proscribed and limited
(P&L) dissemination hold-down capabilities. The new system will go
on-line 5 January 1987.

25X1 All Portions Unclassified
Except Where Marked

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b. Records Control Schedules. The Office of Information Services has received notification from Office of Congressional Affairs (OCA) that the Senate Select Committee on Intelligence no longer wishes to receive copies of Agency records control schedules. Therefore, the Agency records control schedules will no longer have to undergo the 60 day review period by the SSCI.

25X1 c. Records Center Visit by National Archives and Records
 25X1 Administration. [] Chief, Information Resources
 25X1 Management Division (IRMD), [] Deputy Chief, IRMD, and
 [] Chief, Records Management Section, Information
 Management Branch, IRMD, escorted Ken Rossman, Jerry Nashorn, and
 Ray Tagge, Chief, and members respectively, of the National
 Archives and Records Administration's Records Appraisal and
 Disposition Division, to the Agency Archives and Records Center
 25X1 (AARC) on 26 September. [] Chief, AARC, provided an
 excellent briefing and tour of the center. The NARA personnel were
 very impressed with the records center operation. (C)

25X1 d. Forms Management. [] the Agency Forms
 Manager, attended the Contracting Officers Review Board meeting on
 24 September to present the annual requirements contract for
 commercially printed Agency stocked forms. The contract proposal
 was for FY-87 through FY-90 and had a total estimated value of
 \$1,495,622. The Board agreed with the proposal and will recommend
 to the Director of Logistics that a contract be awarded to Wallace
 Computer Services.

e. Personal Computers--Training. Five IRMD personnel
 attended personal computer courses at the Personal Computer
 Learning Centers of America (PCLC), Inc., in Washington, D.C. The
 courses dealt with the capabilities of the IBM Personal Computer,
 basic operating procedures, and provided intensive instruction in
 some software packages to be used on the computer. The excellent
 instruction provided by PCLC will enable the attendees to easily
 adapt to the personal computers that will be installed in IRMD
 later this year.

f. Information Security Oversight Inspections. The
 Information Security Oversight Office (ISOO) inspected document
 security classification practices and related information security
 policies of the National Photographic Interpretation Center (NPIC)
 on 24 September. ISOO determined that NPIC standards for
 classification and information security meet, and in some instances
 exceed, those prescribed in Executive Order 12356. This was the
 final ISOO inspection of Agency facilities for FY 86.

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The Director, ISOO, has requested a tour of NPIC. His interest was, evidently, stimulated by ISOO's 24 September inspection of NPIC. Arrangements for the tour will be made through the Directorate of Science and Technology (DS&T) Records Management Officer (RMO) and the NPIC RMO.

25X1 a. DCI's Intelligence Information Handling Committee (IHC). [redacted] Chief, Classification Management Branch, IRMD, and representatives from the Office of Information Technology (OIT) and the Office of Security (OS) attended a meeting of the DCI's Intelligence Information Handling Committee (IHC) on 26 September. The meeting concerned an IHC proposal for standard security classification and data descriptor labels for ADP storage media. Uniform classification labels and other security-related labels were adopted by the Committee and will be incorporated into Director of Central Intelligence Directive 1/16 (DCID) when it is revised.

25X1 [redacted]

Records Center personnel performed the following activities during the week:

RAMS:	Made 27 additions, 292 changes, and 7 deletions.
ARCINS:	Jobs received/edited: 7. Jobs keyed: 20 consisting of 1,564 entries.
Accessions:	Received 16 jobs totaling 167 cubic feet.
References:	Serviced 1,037 requests for records (14 were for annuitants).
Special Runs:	One to OP and one to NCD.

C-O-N-F-I-D-E-N-T-I-A-L

30 September 1986

MEMORANDUM FOR: Director of Information Services

25X1
FROM:


Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities
24 - 30 September 1986

1. RPD is currently processing 125 jobs, up from last week's total of 119.

2. Deputy Chief, RPD gave a presentation to the Office of Personnel's Regulations Workshop. The workshop was attended by Personnel Officer Trainees and other OP personnel who are involved in the regulatory process. The presentation included a discussion of the types of regulatory issuances handled by RPD, the steps involved in processing these issuances, and ways in which OP and RPD personnel can work together to improve the processing of these issuances.

3. A Headquarters Notice is being processed to announce the establishment of a 24-hour service desk by the Office of Information Technology (OIT). The desk will provide the Agency with a single point of contact for information, assistance, and reporting problems concerning the general services provided by OIT. In addition, OIT has established the position of Operations Duty Officer (ODO). The ODO will be responsible for ensuring that customers receive high-quality, reliable, and timely service.

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